

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

CITY OF STEVENS POINT PERSONNEL COMMITTEE

July 8, 2024 - 6:15 PM

(or immediately following previously scheduled meeting)

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 843 8951 8500 | Passcode: 849395

By

Computer: <https://us02web.zoom.us/j/84389518500?pwd=DZH7oVD4Dwsfl1f7YXm3XCMddNNvYg.1>

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Chief Kussow requests out of state travel for Ast. Chief Williams to attend the Department of Homeland Security Leadership Academy in Glynco, Georgia.
3. Director Beduhn requests to hire Limited Term Employee (LTE) Maintenance Mechanic at Public Works Department.
4. Director Kernosky requests to create an Electrical Inspector position within Community Development Department to replace Plumbing Inspector.
5. Comptroller Treasurer Ladick request overlap for the Finance Officer Manager/Deputy Comptroller-Treasurer position.
6. Ald. Christianson requests discussion and consideration of a City Administrator position.
7. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strong's Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.



Stevens Point Police Department

933 Michigan Avenue
Stevens Point, WI 54481
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through
Partnerships with the Community"*



Robert J. Kussow, Chief of Police

Attn: Personnel committee
Alder Mary Kneebone
Alder Lara Broderick
Alder Sam Lang
Alder Jacqui Guthrie
Alder Dale Steinmetz

Re: Out-of-State Travel

I am writing to request out-of-state travel for Assistant Chief Williams to attend the Department of Homeland Security Leadership Academy (DHSLA). The training will be held at the Federal Law Enforcement Training Centers' (FLETC) main campus in Glynco, Georgia which is outside our state jurisdiction.

The purpose and focus of the training is "crisis leadership," where they bring in a number of world-class presenters. Previous speakers and topics included:

- Parkland School Shooting: Turning Anguish into Advocacy – Max Schacter
- Louisville PD 100 Nights of Riots and Old National Bank Active Shooter Case Studies – Deputy Chief Paul Humphrey & Sgt Justin Witt
- 9/11 and the Current Terrorist Threat – Tim Brown, FDNY (retired) and Reid Roe, FBI (retired)
- Asher Model for Suicide Prevention and Wellness – Chief Neil Gang, Pinole PD, CA
- Dallas PD Ambush/Active Shooter – Dr. Alex Eastman, Dallas PD SWAT Surgeon
- Las Vegas Route 91 and UNVL Active Shooter Incidents – Deputy Chief Branden Clarkson, LVMPD
- Thai Cave Rescue – Lt Col Charles Hodges, US Air Force

Attending this training will provide Assistant Chief Williams valuable insight and skills that she can apply directly to the Law Enforcement Profession, ultimately benefiting our team and contributing to our organizational goals.

The FLETC covers all the costs associated with the DHSLA, including transportation, meals and lodging. This will be at no cost to the city or the SPPD's operational budget.

I kindly request the Personnel Committees' approval for this out-of-state travel request, pending the approval from the Police and Fire Commission.

Professionally,

Chief Robert J. Kussow

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:

Phone: 715-346-1561

Fax: 715-346-1650

Streets Department:

Phone: 715-346-1537

Fax: 715-346-1687

July 3, 2024

To: Personnel Committee

From: Christopher Johnson, Streets Superintendent

Re: Limited Term Employee: Parks Mechanic

Our parks mechanic is currently out due to unanticipated medical leave for the next 8-12 weeks. This role primarily involves maintaining parks mowers and other small engine fleet equipment. The need to fill this position with a Limited Term Employee (LTE) is urgent due to the seasonal demand the parks department faces for equipment repair during the summer. This LTE will ensure that we can provide services to all of our departments in a timely manner.

This position would only be the length of the parks mechanics leave. We also recommend waving the CDL requirements for the LTE in hopes of expanding the candidate pool.

Fleet personnel is already short a welder/mechanic, and our other mechanics are filling in for various roles. With the Mayor's approval, due to the urgency, this LTE position has been posted with the understanding that we will terminate or stop recruiting efforts without council approval.

Respectfully submitted,

Christopher Johnson
Streets Superintendent
Respectfully submitted,

Superintendent Johnson



TO: City Personnel Committee

FROM: Ryan Kernosky, Director of Community Development

DATE: July 8, 2024

RE: **Request for Reorganization of Building Inspection Division – Community Development Department**

Personnel Committee –

As you may be aware, Scott Omernik has been promoted to Chief Building Official, replacing DJ Schneider who is no longer with the City.

Mr. Omernik was the part-time Plumbing Inspector and as a result of his promotion, will also take on all residential inspections, commercial plumbing inspections, and administrative functions of the Building Inspection Division. Previously, Mr. Schneider was the City's Electrical Inspector along with the other duties of being the Division head. As a result of Mr. Omernik's promotion, we need to backfill the now-vacant Electrical Inspector position. This is a required position for the City to maintain our delegated municipality status.

Attached to this memorandum is a position description for a part-time Electrical Inspector. This position could work between 24-32 hours per week depending on the needs of the applicant and the City. There is no cost difference, as the position is already budgeted for the part-time Plumbing Inspector.

I'm requesting that you approve the reorganization and the attached position description.

Thank you, please reach out with any questions.

POSITION DESCRIPTION

CITY OF STEVENS POINT

TITLE: Electrical Inspector

DEPARTMENT: Community Development

REPORTS TO: Chief Building Official

SECTION A

Distinguishing Features of the Class

This position reviews applications for electrical permits and completes the appropriate inspections relating to such permits to ensure compliance with electrical codes.

The employee will also assist other City inspectors with enforcement of other codes and regulations.

SECTION B

Essential Knowledge and Skills

Knowledge of the approved methods and materials used in building construction and commercial electrical work.

Knowledge of state and local laws and codes governing building construction, use, and occupancy.

Ability to enforce and interpret regulations firmly and tactfully and to establish and maintain effective working relationships with contractors, architects, property owners, city employees, and the public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a computer with programs relating to inspection procedures.

SECTION C

Special Qualifications and Experience

Graduation from college or technical school with courses in architecture, engineering or related field, or responsible experience as a building contractor, or experience enforcing building and zoning regulations; or any combination of training and experience which provides the required knowledge, skills and abilities.

Possession of State of Wisconsin Master Electrician License at the time of hire, and be a State certified commercial electrical inspector.

Possession of a valid motor vehicle operator's license issued by the State of Wisconsin.

Must have a reliable insured personal vehicle available for possible occasional use .

State of Wisconsin certifications for Commercial Building and Dwelling Code for construction, electrical, and HVAC are highly desirable, additional inspection certifications beyond minimum requirements may result in wage increases.

SECTION D

Tasks Routinely Performed

Review and approve all applications for electrical permits. Coordinate review, approval, and inspection of building, HVAC, and plumbing plans with other City inspectors.

Inspect all new construction, remodeling, and additions for compliance with State and local codes.

Perform administrative tasks related to inspection work, including logging all inspections and results.

Respond to complaints from the public regarding hazardous situations or violations of city codes.

Gain compliance of contractors, owners, and/or occupants with State or local codes by methods of compliance orders, court testimony, and court ordered enforcement procedures.

Other related duties as assigned.

SECTION E

Physical Requirements

Capable of climbing ladders and stairs to different floor, roof, and basement levels of commercial and one and two family buildings while under construction.

Work is sometimes performed outdoors in cold, heat, or inclement weather.

The ability to intermittently sit, stand, walk, bend, and lift moderately heavy items (30 lbs.) is required.

Must be able to use a seat belt.

Note: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description.

Revised 06/27/2024

City of Stevens Point
1515 Strong's Avenue
Stevens Point, WI 54481-3594



Corey D. Ladick
Comptroller-Treasurer

Phone: 715-346-1574
Fax: 715-346-1683

July 3, 2024

To: Personnel Committee, Common Council

Subject: Request for Overlap-Deputy Comptroller-Treasurer Position

After 36 years of distinguished service to the City of Stevens Point, Deputy Comptroller-Treasurer/Finance Office Manager Carrie Freeberg has announced that she is retiring effective at either the end of December 2024, or beginning of January 2025. This is a significant loss for the office as decades of knowledge and experience are about to walk out the door.

Having a smooth transition is critical for the proper functioning of the Comptroller-Treasurer's office. Therefore, I am requesting an overlap of up to 3 months so that Carrie can properly train her replacement. A general timeline would be as follows:

Mid-Late July: Post the position

Mid-Late August: Conduct Interviews

Early-September: Offer the position to the top candidate

September 30th: New Deputy Comptroller-Treasurer Starts

Late December/Early January: Carrie's Last Day

Discussion & Consideration of Part-time Mayor/Full-time City Administrator System for Stevens Point

Forms of City Government: (source: Taken directly from [Wisconsin City/County Management Association](#))

Cities without administrators have essentially two options. They can remain under Chapter 62 of the [Wisconsin State Statutes](#) and establish the position of administrator by local ordinance or they can choose to operate under Chapter 64 with a city manager.

- Administrator Option Cities remaining under Chapter 62 can establish the position of administrator by charter ordinance (two-thirds vote) or by simple ordinance. The duties of the administrator can be tailored to fit the particular needs of the city, although there are certain responsibilities that should be included in all ordinances, especially in the areas of personnel and budgeting. The position of the mayor remains, except that responsibility for the day-to-day operations of the city is transferred to the administrator.
- Council-Manager Option Cities adopting the council-manager form of government under Chapter 64 must do so by charter ordinance. Chapter 64 describes the major responsibilities of the manager and the council. It makes no reference to a mayor and the president of the council is the highest elected official (although the city may designate the council president to carry the title of mayor). Chapter 64 makes a clear distinction between the administrative role of the manager and the legislative role of the council. The manager is hired and can be dismissed by the council by majority vote.
- A Comparison The council-manager form has the advantages of a clear separation of administrative and legislative responsibility and of being statutorily recognized. The administrator form has the advantages of retaining the position of mayor and of being more flexible with regard to specific community needs.

The administrator/mayor system (source: Taken from [Wisconsin City/County Management Association](#))

- Municipal administrators are trained to operate cities, villages, and towns. They are professionals in the same way that company executives, school superintendents, doctors, and attorneys are professionals.
 - Administrators are responsible for the day-to-day operations of their municipalities. It is their responsibility to bring coordination to the provision of municipal services. They work to build a municipal team of department heads and other employees. They establish and enforce policies in the areas of personnel, purchasing, cash management, risk management, planning, and employee development in order to provide more efficient and effective government.
 - Administrators create consistency and stability, for both staff and the community, throughout the various political cycles.
- The mayor is elected by the voters, is responsive to the voters and continues to serve as the chief executive officer of the city, performing executive responsibilities.
 - The mayor continues to recommend policies for council's consideration, preside over council and has veto authority.
 - The mayor is the chief representative for relations with the media, other governmental units, businesses and community groups.

Sample ordinance for consideration can be found at:

- Wisconsin City/County Management Association

- <https://www.wcma-wi.org/DocumentCenter/View/5/Sample-Ordinance---Creation-of-City-Admin?bidId=>

Examples of Wisconsin municipalities with part-time/no mayors and full-time administrators:

River Falls

Administrator, deputy administrator, part-time mayor

Marshfield

Administrator, part-time mayor (2-year term), Chapter 62 mayor-alderperson plan

City of Oconomowoc

Administrator, part-time mayor (2-year term)

City of Mosinee

Administrator, part-time mayor

City of Mequon

Administrator, assistant administrator, no mayor

City of Racine

Administrator, part-time mayor (Cory Mason is in the Assembly, as well as mayor)

City of Baraboo

Administrator, part-time mayor

City of DePere

Administrator, part-time mayor (mayor is a full-time teacher)

City of Shawano

Administrator, part-time mayor

City of Fitchburg

Administrator, no mayor

City of Middleton

Administrator, no mayor

City of Washburn

Administrator; part-time mayor (she is employed by Bayfield County Tourism)

City of Barron

Administrator, part-time mayor (owns/oper

Myths About Administrator Positions



Myths

The following are myths about administrator positions:

Myth: Hiring an administrator means giving up your right to elect your leader.

Fact: False. The elected board and councilmembers are the policy makers and the administrator reports to them. The administrator is responsible for carrying out the policies on a day-to-day basis. The administrator can be fired at any time by the board or council.

Myth: Hiring an administrator takes power away from the board or council.

Fact: False. It strengthens the position of the governing body to make key decisions. It will, however, result in adjustments in who is responsible for what.

Myth: Administrators cost too much.

Fact: While the salary range for administrators in Wisconsin is between \$75,000 to \$225,000, the median salary is \$119,600 and the average is \$123,000. By efficient management, they are likely to pay for themselves within a short period of time. For very small communities, it is common for the administrator position to be combined with the clerk or clerk/treasurer position or other positions.

Myth: Administrators don't stay very long in one community.

Fact: False. In Wisconsin, the average is about seven years and instances where administrators stayed over 15 years are not uncommon.

Myth: Full-time mayors are the same as administrators.

Fact: False. Mayors are elected for their political leadership, not their experience and education in administering the day-to-day business of the municipality. Some mayors may have administrative skills; other mayors may not.



July 2, 2024

To: Personnel Committee, Common Council

Subject: Financial Impact of Creating City Administrator Position

The creation of new positions falls under Administrative Policy 2.04. One of the requirements of this policy is to "Identify the budgetary impact". In order to comply with the policy, an estimate of the budgetary impact is as follows for the 2025 operating budget:

Salary		\$141,980.00	
Pension (WRS)	6.95%	\$9,867.61	2025
Social Security	7.65%	\$10,861.47	2024
Work Comp	0.10%	\$141.98	2024
Health Ins		\$25,061.00	2024
Life		\$100.00	est
HSA		\$1,200.00	
Office Supplies		\$600.00	
Mileage		\$2,500.00	
Educational		\$2,000.00	
		<u>\$194,312.06</u>	

In order to determine the salary, I worked with HR Manager Frasch to score the position on our pay plan. Also, the City of Marshfield recently completed a new pay plan, and this would be roughly in line with the starting salary for their city administrator, which is \$132,828.

Finally, I want to draw attention to the following clause in Administrative Policy 2.04:

"Positions and additional hours approved by the Personnel Committee will be evaluated as part of the budget process."

This means that Personnel Committee approval is the first step in the process of creating a new position, not the last step. There would still need to be funding identified in the 2025 operating budget for this. Since we haven't started work on the 2025 operating budget yet, I would say it is currently too soon to tell if we will be able to find funding for this.

*Identify any alternatives to this addition that have been considered or attempted.

*Identify the impact if the new position or additional hours aren't created.

*Identify criteria to monitor the effectiveness and impact of the addition. (e.g. increased revenues, improved customer services, decreasing costs, etc.)

*Is the work currently being accomplished in another fashion (contract basis, temporary employee, current employee)? If so, why is this arrangement no longer acceptable?

*Identify the budgetary impact (wages, fringes, furniture/equipment, travel, etc.)

*Identify all funding mechanisms. If grant funds are available, what is the likelihood of renewal?

*Will the proposed additional hours or new position provide a preventive service that will result in a cost avoidance or improved service in the future? Can the position or addition of hours to an existing position be justified as providing greater benefit than cost to the City in the future? If yes, how?

- C. For positions which do not currently exist in the City, the Human Resource Manager will forward the materials for evaluation to the salary plan consultant and report the recommended salary and grade.
- D. An expense and equipment budget for the new position which segregates one-time expenses from ongoing expenses.

The City Personnel Office will assist departments with preparation of the information upon request.